



PARENT/STUDENT

2023-2024

St. Luke School Alma Mater

*Proudly now, our hymn we raise,
in our alma mater's praise
St. Luke School, we'll ever cherish.
We will honor thee always.*

*Faith and love and charity;
friendship through eternity
St. Luke, you're our second home.
From red and gold, we'll never roam.
We're mighty lions, hear us roar!
True and loyal evermore.*

By Steve and Adley Scott

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ABOUT US

St. Luke School provides an outstanding faith-based education anchored in reliance upon God as Creator, Jesus Christ as Lord, and the Holy Spirit as the guiding presence in the world. We believe that experience at home indelibly influences the spiritual and intellectual development and emotional health of each child and regard parents as essential partners in education. The student population of St. Luke School is intentionally small in order to foster the close-knit community ties and individual attention that characterize the St. Luke experience. Class sizes are limited to 16 or fewer students in Jr-Kindergarten through 3rd grade and 18 or fewer students in grades 4 through 8.

What We Believe

Our Mission, Vision, and Admissions Statement

The **MISSION** of St. Luke School is to provide each student with an excellent academic education that is Christ-centered by challenging and nurturing the mind, body and spirit, and by developing responsible servant leadership.

St. Luke School is open to academically qualified students without regard to race, religion, creed, sex, or national origin.

Portrait of a Graduate

In support of our mission statement, faculty and staff at SLS are committed to ensuring that each graduate of St. Luke School:

- Uses his/her knowledge of scripture to develop disciples of Christ.
- Commits to servant leadership with a compassionate awareness of community needs.
- Communicates ideas confidently and clearly.
- Exhibits creative and critical thinking.
- Learns and engages beyond the core curriculum, to include the fine arts, athletics, and other enrichment activities.
- Displays proper social interaction and collaborates with others.
- Commits to life-long learning and is ready to perform with distinction in high school.

Staff Commitment to Excellence

To ensure our graduates are ready to face the world beyond the walls of St. Luke School, faculty and staff commit to:

- Finding creative and appropriate ways to be involved with students outside the classroom.
- Eliciting engaged/active learning for all students and setting high academic standards and expectations.
- Controlling classroom behavior while maintaining advocacy for each student.
- Maintaining a high level of qualifications and knowledge of content area, up-to-date technology skills in the classroom, whole-student pedagogy, and commitment to life-long learning.
- Using best practices in the classroom, including but not limited to technology, individualized instructional approach, and creative/innovative projects that allow students to demonstrate their comprehensive understanding of the content.
- Modeling the love of Jesus Christ through actions and words.
- Enhancing the spiritual, academic, and social development of every child.
- Participating in healthy, collegial conversations, and team planning.
- Developing partnerships with parents to advance the learning experience and accomplishments of their sons and daughters.
- Creating a sense of safety, community and belonging in their classroom(s) that is welcoming and collaborative to all students and visitors.

Faculty and Staff Roster

Richard Green, Head of School
Jennifer Oliver, Assistant Head of School and Middle School Principal (4th-8th grade)
Kristal Renner, Lower School Principal (Jr-K-3rd grade)
Rebekah Smith, School Counselor (JrK-3rd grade)
Alex Lynch, School Counselor (4th-8th grade)
Sherry Bunn, Dean of Students/Athletic Director
Angela Hutchens, Admissions Director
Sarah Clements, Secretary/Receptionist and Registrar

Jr-Kindergarten

Stacie Berard
Jackie Cecalupo
Stacy Wetherell
Stephanie Woods

Location

EL22 Katlyn Miles, TA
EL19 Ashley Alexander, TA
EL21 Ashley Oliver, TA
EL23 Lisa Calhoun, TA

Kindergarten

Karen Boyd
Kim Browning
Brandy Burditt
Kelley Ellington
Tasha Edwards

EL104 Kelley McElroy, TA
EL101 Charlene Pearson, TA
EL102 Holly Walker, TA
EL103 Kim Cunningham, TA
EL105 Lyndsey Deano, TA

First Grade

Emily Brannan
Faith Dow
Jennifer Ragan
Aly Williams

SC102 Allyson Jones, TA
SC104 Reagan Reynolds, TA
SC101 Anna Camp, TA
SC103 Lauren White, TA

Second Grade

Sheron Hopkins
Sue Smith
Brittany Stehn
Hannah Warden

SC201
SC202
SC205
SC206

Third Grade

Shacovah Edmonds
Johanna Feeney
Amanda Patel

CH214
CH215
CH112

Fourth Grade

Staci Ireland
Sunny Sandefur
Abby Shook
Liz Taber

CH203
CH204
CH205
CH201

Fifth Grade

Lilly Stephens
Anne Peebles
Laura Silver

MC6
MC7
MC 100

Middle School

Amy Palmer
Matthew Wacter
Sarah Kate Fortson
Melissa Wood
Brianna O'Hern
Kim Padgett
Paula Watkins
Kelly Webb
Pam Anders
Allen Webb
Carmen Owens
Anne Plott

Location

MS603 6th Language Arts
MS602 6th Social Studies
MS604 6th Earth Science
MS601 6th Math
MS703 7th Language Arts
MS701 7th Social Studies
MS704 7th Life Science
MS702 7th Math and Accelerated Math
MS802 8th Pre-Algebra and Algebra
MS803 8th Georgia History
MS804 8th Physical Science
MS801 8th Language Arts

Specials/Electives Teachers

Amy Adams	IS	Broadcast Elective
Kimetha Eysel	IS	1 st -6 th Music, 7-8 Singers
Angel Franklin	IS	1 st – 6 th STEAM, 7-8 STEAM
Hillary Green	IS	Jr-K – 2 nd Art , 7-8 Consumer Science, Bible
Kendall Harper	MC 16	Jr-K-8 th PE
Derek Hay	MC	Men's Bible Study
Angela Hutchens	SC	Ladies' Bible Study
Sandra LeRoy	IS	Jr-K-4 th Spanish
Tony Mayne	ROC	Military Leadership
David McLeod	MC 15	Jr-K-8 th P.E., Strength Training
Andrea Olenick	MS	3 rd -8 th Art
Jennifer Oliver	MS	8 th Math Elective
Hannah Slay	IS	Jr-K – K Music
Alissa Stone	MS	5 th -8 th Spanish

Additional Staff:

Lisa Garrett	SC	Media Specialist
Kelly Masic	CH213	Communications Director
Allyson Ozier	MC3	Nurse
Miriam Smith	MS	Middle School Receptionist

Learning Lab

LeAnn Copelan	CH Library
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Buildings
CH – Church
EL – Early Learning Center
IS – Innovation Station, 2nd floor of EL
SC – Main School Building
MC – Ministry Center
MS – Middle School

Contact Us

We want to make it as easy as possible for you to get in touch with us. Feel free to call the school to deliver a message to your child in case of an emergency or a change in after school plans. Students may use designated school phones with permission of a staff member.

Main (Cunningham) Building

Mailing Address: 318 11th St., Columbus, GA 31901

Phone: 706-256-1301

Receptionist: Sarah Clements

Middle School

Mailing Address: 1043 3rd Ave, Columbus, GA 31901

Phone: 706-256-3020

Receptionist: Miriam Smith

Church

Mailing Address: Post Office 867, Columbus, GA 31902

Phone: 706-327-4343

Receptionist: Julie Widener

ELC

Mailing Address: 300 11th St, Columbus, GA 31901

Phone: 706-322-2703

Receptionist: Katie Lopez

Ministry Center

Mailing Address: 301 11th St, Columbus, GA 31901

Phone: 706-256-1017

Receptionist: Sarah Vinyard

Communicating Online

While face-to-face communication is preferred, we understand that time constraints sometimes limit our ability to communicate and respond to parents in a timely manner. Parents are always encouraged to contact teachers, faculty, or staff members directly with any concerns or questions. Please remember teachers may not be able to respond during instructional time but know that we are committed to a thoughtful and timely response.

St. Luke School also strives to keep families informed via multiple electronic channels.

- Weekly Announcements: Friday emails detailing campus activities, happenings, deadlines and opportunities are sent each week via email. We encourage parents to review weekly announcements to stay connected and current. If you have questions concerning weekly announcements please contact [Sarah Clements](#).
- School Website (stlukelions.com): The St. Luke School website is designed to house critical information about our school, provide updates via web articles, pictures, and videos of all the wonderful activities and initiatives during the school year.
- Social Media: To enjoy images and videos that capture the St. Luke Experience be sure to like and follow us on our social media accounts. Please also share your Lion Pride by sharing posts and tweets! Remember recruiting great children and families is everyone's job!
 - Facebook: St. Luke School
 - Instagram: St. Luke School Official (st_luke_lions)
 - Twitter: @stlukelions

Family Portal/FACTS

The best way to access teacher announcements and academic information is through Family Portal. Family Portal is the parent and student portal for FACTS (formerly RenWeb/ParentsWeb), the student information system used by the school to maintain student demographic information, manage enrollment, record and deliver grade information, and more.

This system gives students and parents the ability to check class specific information such as assignments, grades, attendance, and conduct. It provides access to a student and parent directory. FACTS is customizable so that users can receive notices about missing assignments or changes (drops) in grades. Teachers can easily send group announcements, informative emails, and alerts. School administration is also able to issue parent alerts for inclement weather, school closing, mission reminders, and more.

Parent and student access to Family Portal is available through the [Family Portal link](#) on the [school website](#) or through the new St. Luke Family App. (Fee for the mobile app is provided through the Annual Fund.) Many parents enjoy the mobile app to quickly look up contact information in the student/parent directory, check grades and class announcements, and access the school calendar and school forms on the go.

Family Portal is the best way to stay connected to classroom activities, assignments, grades and your child's schedule. If you have any questions regarding logging and accessing information for your child(ren), please call the school office at 706-256-1301.

School Programs and Resources

The school maintains a variety of programs and services to support the whole child. Many of the programs and services are listed in this section. They are subject to change as the needs of our students and families change.

Servant Leadership Opportunities

Our school motto defines who we are – we are Preparing Minds and Living for Christ. Our school's verse is "So encourage each other and build each other up." 1 Thessalonians 5:11a. It is our prayer that through Bible study, chapel services, and hands-on mission activities sponsored by partner grade levels, our St. Luke Family will make an eternal difference for many in our community and develop a deeper understanding of servant leadership. Throughout the school year, students, teachers, and families will have the opportunity to invest in and serve several community mission organizations

Giving

Students are invited and encouraged to bring monetary gifts for the monthly mission in any amount to Wednesday Chapel services. Parents are encouraged to have their children earn their offering.

Mission and Food Pantry Jeans Days

Every Friday, for a \$1.00 contribution, students and staff may wear blue jeans with any St. Luke School t-shirt or uniform shirt. Students may also wear a spirit shirt with any uniform bottoms. **Jeans must be blue denim, free of decorations/embellishments or holes/tears (that show skin), and loose fitting.** All money collected on mission jeans days will be shared between the community mission organizations. All money collected on food pantry jeans days will be given to the Food Pantry.

What the St. Luke Family can do to prepare minds and live for Christ and serve:

- Hands-on opportunities for each grade level to serve several community mission organizations.
- Collect items to give and share. Thanksgiving Food Drive, December 1st Saturday, and any sponsored organization's wish list items.
- Participate in Missions and Food Pantry Jeans Days.
- Actively participate in chapel services.
- Submit pictures, videos, stories related to serving through missions to the Lion TV team. (<mailto:aadams@stlukecolumbus.org>)
- Participate in or help coordinate athletic team servant leadership activities.

Curriculum

The St. Luke School Curriculum is based on age appropriate activities, opportunities for authentic individual and group learning and the need to differentiate instruction based on individual student needs. A complete copy of the SLS Curriculum Perspective is available in both Media Centers for review.

Textbooks and Supplementary Materials

The table below is a brief summary of the resources we use.

	Bible	Math	Social Studies	Science	Reading/ Literature	Phonics	Handwriting	Grammar/ Composition	Vocabulary/ Spelling
Kdg	Positive Action- Learning About God	enVision Math 2.0 IXL	Trade Books	Big Books Trade Books	Big Books Leveled Readers	Saxon	Zaner-Bloser		
1st	Positive Action- Enjoying God's Gifts	enVision Math 2.0 Lucky Little Learners IXL	Trade Books	McGraw Hill Inspire Science GA, Big Books, Trade Books	Big Books, Leveled Readers Rooted in Reading AR	Saxon	Zaner-Bloser	Rooted in Reading	Teacher Selected Saxon
2nd	Positive Action- Finding God's Promises	enVision Math 2.0 Lucky Little Learners IXL	GA Studies Weekly	McGraw Hill Inspire Science GA	Rooted in Reading AR	Saxon	Zaner-Bloser	Rooted in Reading	Teacher Selected Saxon
3rd	Positive Action- Growing with God	Macmillan McGraw Hill IXL	Gallopade GA	McGraw Hill Inspire Science GA	Scott Foresman, AR, Class Novels		Zaner-Bloser Cursive	Sadlier Grammar	Houghton- Mifflin Spelling Level 4
4th	Positive Action- Building Life Castles	Macmillan McGraw Hill <i>Everyday Math Reference Text</i> IXL	Gallopade GA	McGraw Hill Inspire Science GA	Scott Foresman, AR, Class Novels		Zaner-Bloser Cursive	Sadlier Grammar	Evan-Moore A Word a Day, Level 4
5th	Positive Action- Possessing the Land	Macmillan McGraw Hill <i>Everyday Math Reference Text</i> IXL	Gallopade GA	McGraw Hill Inspire Science GA	Scott Foresman AR, Class Novels			Sadlier Grammar	5 th Grade Spelling and Vocabulary Complete Program
6th	Positive Action- Winning the Race Part I Love Like Lexi Project	Maneuvering the Middle	Gallopade GA	Glencoe McGraw-Hill, Earth/Space iScience	Prentice Hall Copper, Class Novels			Sadlier Grammar	Word Power Made Easy
7th	Positive Action- Winning the Race Part II	Maneuvering the Middle	Gallopade GA	Glencoe McGraw-Hill Life iScience	Prentice Hall Bronze, Class Novels			Sadlier Grammar	Teacher Selected Class Novels
8th	Wise Up-The Book of Proverbs	Maneuvering the Middle	Clairmont Press <i>Georgia: Its Heritage and its Promise</i>	Glencoe McGraw-Hill Physical iScience	Prentice Hall Silver, Class Novels			Sadlier Grammar	Teacher Selected Class Novels

Specials and Electives

We offer a number of specials and elective classes to balance the more academic challenges of St. Luke. Students in grades Jr-K-5 will experience a variety of Art, Music, Spanish, STEAM, and PE. Middle Schoolers participate in different electives. Sixth graders experience quarterly classes of Art, Music, Spanish and STEAM and PE all year. 7th and 8th graders may choose from Art Foundations, Advanced Art, Art History, Drawing, Bible, Broadcast, Film, Family and Consumer Science, Math elective, P.E., Singers (choir), Intermediate and/or Advanced Spanish, Robotics, and Strength Training.

Renaissance Learning

Through Renaissance Learning's STAR programs, St. Luke School monitors the reading and math levels of 1st – 8th grade students and uses the information to differentiate instruction for individual students. Additionally, we use their Accelerated Reader program to provide students in most grades with reading comprehension skills. Periodic reports of your child's reading and math levels are sent home for your information and you have access to your child's progress through Home Connect. There is a link to Home Connect on the [school website](#). Anywhere you have access to the Internet, you and your child will be able to get the following information:

- Progress toward Accelerated Reader goals
- Search for AR books and their reading and interest levels
- Review quiz results
- View number of quizzes passed
- Receive emails when a quiz is completed

IXL

Students use a web-based curriculum, IXL, in our classrooms and at home as a resource and is supplemental to our present curriculum. IXL is tailored to each student's individual needs. IXL's features include: diagnostic tests that accurately identify where students excel, and areas for growth, targeted action plans to improve the areas for growth, and fun, engaging sessions that ensure that each student makes meaningful progress. Students may access IXL from a home computer or device at any time. If you need help signing in to your child's account, please contact your child's teacher.

Field Trips

Field trips are scheduled during the year to support and enhance our curriculum, provide servant leadership mission opportunities, and to develop connections to our community. Most trips are taken using the fourteen passenger church buses driven by our staff. These buses are equipped with seat belts and have all the safety equipment suggested by the Department of Transportation. Some of our field trips are walking field trips, taking advantage of the rich culture and history of beautiful downtown Columbus.

Extracurricular Activities

Students who participate in extracurricular activities benefit by making new friends and learning new skills. They have the opportunity to work with teachers outside the academic setting and they get to have fun doing something they enjoy. At St. Luke School, we offer a variety of clubs, activities, and sports. Some of the activities currently offered are listed below. This list is subject to change based on our resources and the needs and interests of our students.

Art Club	5 th – 8 th Grades	Lionettes Dance Team	5 th – 8 th Grades
Baseball	6 th – 8 th Grades	Middle School Math Team	6 th – 8 th Grades
Basketball (boys and girls)	5 th – 8 th Grades	Middle School Running Club	5 th – 8 th Grades
Cheerleading	5 th – 8 th Grades	Spring Musical Production	5 th – 8 th Grades
Cross Country (boys and girls)	5 th – 8 th Grades	Soccer (boys and girls)	5 th – 8 th Grades
Elementary Math Team	5 th Grade	Softball (girls)	5 th – 8 th Grades
Elementary Running Club	1 st – 4 th Grades	Student Council	4 th – 8 th Grades
Elementary Tennis	3 rd & 4 th Grades	Swim Team (boys and girls)	5 th – 8 th Grades
Fellowship of Christian Athletes	5 th – 8 th Grades	Middle School Tennis(boys and girls)	5 th – 8 th Grades
Football	6 th – 8 th Grades	Volleyball (girls)	5 th – 8 th Grades
Golf (boys and girls)	5 th – 8 th Grades	Wrestling (boys and girls)	Jr-K – 8 th Grades
Intramural Basketball (boys/girls)	1 st – 5 th Grades	KIDS Musical Production	3 rd -5 th Grades

Academic Requirements/Standing

St. Luke School believes that while participation in extracurricular activities, including athletics, is an important part of the overall educational experience, focus on academic studies must remain a priority for all students and student-athletes. To participate in extracurricular activities and SLS athletics, students must meet or exceed academic standards. Students receiving a grade less than a "C" on a Quarterly Report Card may be placed on probation. Students on probation may attend try-outs, conditioning practices, rehearsals, and planning meetings. Students already on a roster for an extracurricular activity and/or sport are required to attend regular practices, games, meetings, and rehearsals. Students on probation will be monitored by their sponsor, coach, athletic director, and/or administrator in order to assess academic progress, and determine their eligibility to participate.

Teachers, sponsors, and coaches will work with students and student-athletes to improve their academic standing to the required level to be reinstated in full to their activity. A student receiving a grade less than a “C” on two Quarterly Report Cards within an academic year may not be eligible for participation in extracurricular nor athletic activities for the remainder of the academic year. If the second offense occurs at the end of an academic year, the student may remain ineligible for the first quarter of the following academic year. Decisions regarding suspension due to academics or conduct will be made by the sponsor or athletic department and administration.

Student Recognition

Throughout the year, SLS students may be recognized for specific academic, athletic or servant leadership accomplishments.

Honor Roll and Principal's List

Each quarter students are recognized for academic achievement. Students earning all A's and B's and maintaining S's earn Honor Roll status, and students earning all A's and maintaining all S's earn Principal's List status.

National Junior Honor Society

The Ann R. McDuffie chapter of NJHS recognizes enthusiasm for scholarship and a desire to render service, promotes worthy leadership and citizenship, and encourages the development of character in students of St. Luke School. To become eligible for selection for membership, the candidate must have been enrolled in St. Luke by midterm of the first quarter. Candidates eligible for selection to the chapter must have a minimum cumulative scholastic GPA of 92.5 (math, science, language arts and social studies). Bible and Elective classes GPA must be 92.5 or higher as well. Non numerical grades must be Satisfactory for consideration. Upon meeting these requirements, candidates will be considered based on their service, leadership, citizenship and character by teacher recommendation.

After induction, members are required to maintain the high standards of scholastic average, attendance and behavior throughout their membership. Violation of the NJHS bylaws or school regulations can result in dismissal of a member. A demerit system is in place to document the violation of bylaws or school regulations. Please see Section 4 of the bylaws or a sponsor for more information about dismissal from NJHS.

Sports

St. Luke Middle School Student-Athletes may be eligible for sport-specific awards to be presented at the annual Honors Day Ceremony in May, 2024. Each student- athlete will receive a sports participation certificate indicating athletic participation for the current academic year. The Scholar-Athlete Awards (one boy and one girl in 6th, 7th, and 8th grades) and the Lion Awards will also be presented at the Honors Day Ceremony. Please reference the St. Luke School [Athletic Handbook](#) for more information.

Other extracurricular Participation Certificates and Awards

Recognition of participation or achievement in extracurricular activities is generally awarded during the final meeting or event for that group.

Honors Day

Several academic and other achievement awards are presented at our annual Honors Day Programs scheduled for the last day of school. Parents are invited and encouraged to attend the Honors Day Program where we honor academic achievement and servant leadership at the classroom, school, and community level.

Classroom Parties and Birthday Celebrations

A specific amount of time each day must be used for instructional purposes. This time allows for physical education, lunch time, and a variety of other instructional activities. There will be a variety of celebrations conducted during the year which support and enhance the instructional program. Class parties may include Christmas, Valentine's Day, and an End of the Year party. As much as we would like to have the time to celebrate each child's birthday with a party, the time needed for instruction will not allow this. For grades K – 5th, please limit birthday celebrations to cupcakes, cake, or cookies which can be served in the lunchroom as part of the regularly scheduled lunch time. Parents will be asked to serve the treats. Jr-K student celebrations will take place in the classroom. For middle (6th-8th) school students, all birthday celebrations involving special treats must take place during homeroom. Please feel free to visit for lunch on your child's birthday and any time it is convenient for you. **When planning birthday treats- food allergies of classmates must be considered. Please contact your child's teacher if you plan to celebrate their birthday with a treat at school.** Please remember that birthday invitations must be emailed or mailed. We are NOT able to hand them out at school. [During the time of the COVID-19 Pandemic, parents may not be able to join us to celebrate birthdays. Please check with your Principal before proceeding.](#)

Other Services

School Counseling Services

The counseling program consists of various services to include classroom guidance lessons, individual counseling and small group counseling as needed. Topics for classroom guidance lessons are often guided by the imminent needs of students at each grade level. These lessons cover such topics as the Good Touch/Bad Touch program in grades 1, 3, and 5, social/emotional domains, academic support skills, and career awareness. Services are available to all students in grades Jr-K – 8. Individual services are offered to students through self-referral and teacher or parent referrals. Additional services provided by the counselor include parent/teacher consultation and coordination of services for students. These services are provided by a state licensed Professional School Counselor.

Media Centers

The Media Centers at St. Luke School are open daily during regular school hours and operate on a flexible schedule to allow students and teachers access as needed. Jr-K – 5th grade students will be given a library card to use to check out books and may visit the Media Centers with their entire class, in small groups, or individually. The main media center located in the Cunningham building is staffed by a full-time Media Specialist and provides a wide range of reading, writing, research, production, and literature experience including standard and Christian reference books, computer look-up stations and nearly 8,000 print volumes. The middle school media center provides a wide range of fiction and non-fiction reading material. Students are encouraged to become independent users of the Media Centers by familiarizing themselves with the location of available books and materials.

Technology

St. Luke School classrooms each have a Sharp Interactive Aquos Board and a teacher computer station. There is a computer lab for whole group instruction and individual use. iPads, scanners, digital cameras, document cameras, Chromebook mobile labs, laser printers, and color printers are also available. Additionally, in 2nd and 3rd grades, we encourage students to bring their own devices into the classroom for purposes of instruction. In grades 4th-8th, we require each student to bring their own laptop/Chromebook to school each day to enhance the learning experience.

The Internet is a valuable tool for research and communication, and we do have the technology to use on-line services. The school is data networked which allows for access to the Internet from every computer station. Students can access the Internet, through a filtered, password protected Wi-Fi connection, on their personal devices as well as school provided devices. Such activities are always under the supervision of an adult.

Finally, the school uses broadcast recording equipment to produce daily morning announcements and enhance learning in the classrooms. Morning announcements are broadcast school-wide.

Food Services

Our lunch menu is posted on the [school website](#) and FACTS monthly. Regular hot lunches with milk and water are available to all students and included in tuition. Other options in lieu of the posted menu are available during the week. Students may bring a lunch from home.

Extended Day Program

The Early Learning Center offers before and after school care for students of St. Luke School. Students arriving before 8 a.m. are offered breakfast and all students are provided with a snack after school. Children in first through eighth grades have scheduled times for homework, snacks, and age appropriate activities each afternoon. To find out more, please call the ELC at (706) 322-2703. To register for before or after school care, please click [HERE](#). *Please note that drop in care is no longer available.

CAMPUS SAFETY

Student safety is very important to St. Luke School's parents, teachers, and administrators. We expect students to feel safe on campus and in their classrooms. We expect them to be cautious and watch for their own and the safety of others at all times. If a student ever feels unsafe, they must tell a supervising adult.

Students can help by remembering that it is important for them to listen to members of the campus security team and teachers at all times when in the buildings and outside. They must be respectful to each other, to campus security, to their teacher, and guests and community members when crossing streets, walking along sidewalks, and in parking lots. Talking must be at a minimum, age appropriate, or not at all when crossing the street. If students observe any unusual activity they are encouraged to tell a supervising adult immediately.

All faculty and staff have been trained for fire, bad weather, and intruder drills and events. Drills and events of this nature must be taken seriously. It is important for all students to listen to adults, supervising adults, and teachers on campus in the event of a drill and/or an emergency.

Students must not leave a building without adult supervision/permission.

Campus security is on campus at all times, during school hours and events.

During the time of the Pandemic, parents may not be able to join us in our buildings. Please check with your school principal before proceeding.

STUDENTS – WHAT YOU NEED TO KNOW

We expect a lot from you as a St. Luke Lion because we want you to get the most out of your experience here. You will need to work hard and will have the opportunity to play hard. While you are doing that, we hope to bolster your faith in God and each other and help you to make good choices. To take advantage of all SLS has to offer, you need to be fully present, respectful of the school, and have some goals in mind.

Attendance

Regular school hours are from 8:20 a.m. to 3:00 p.m. each day. When you arrive late, check out early, or miss classes altogether, it affects not only your learning, but often the learning of your fellow classmates. Do your best to be here every day and on time. That said, we know you don't drive yet, sometimes you get sick, and your family can have emergencies. Make sure you understand our guidelines.

Arrival and Dismissal

You may be dropped off at the designated entrance of your building beginning at 8:00 a.m. Politely remind your parents they should not drop you off before 8:00 a.m. and they should not try to drop you off at a side door on the street. Class begins at 8:20 a.m., and you need to be in class and prepared for the day by 8:20 a.m. or you will be counted TARDY. If you arrive after 8:20 a.m., whoever is dropping you off needs to walk you into the building and sign you in.

You may be picked up between 3:00 and 3:30 p.m. After 3:30 p.m. please register and plan in advance to attend the Early Learning Center for the after school extended day program.

Absences

You have to be here at least four hours in order to be counted present. If you are sick, or someone in your immediate family is sick, your absence will be excused as long as you bring a note or have an email sent from a parent or guardian explaining the reason for your absence. If you are sick for more than three days, you may be asked to bring a note from your doctor. Please do not plan to return to school until you have been fever, vomiting, and diarrhea free (without medication) for 24 hours.

If your family is going on a trip or there is some educational event you want to attend, make sure your parents fill out an "Absence Approval Form" at least one week ahead of time. School administration will decide whether or not to excuse the absence and it will give your teacher(s) the opportunity to plan for their classrooms and help you plan for make-up work. This form is available in [the Family Portal](#) and in the appendix at the back of this handbook.

Unexcused absences will affect your attendance grade.

Any absences in excess of twenty days (excused and/or unexcused) may result in a student being withdrawn from St. Luke School. When a student reaches twenty days of absences during a school year, a letter of appeal to the Head of School will be required to allow promotion or credit for the grade/class where the absences occurred.

Tardies and Checkouts

If you are late to school or checkout during the day for a doctor appointment or temporary illness, you will be excused as long as, when you return, you have a note from the doctor for appointments and a written note or email from a parent or legal guardian about your illness. Sometimes weather or traffic can cause school-wide tardies, and everyone has car trouble once in a while. If this happens, the school and administration will determine whether the tardy will be excused or not.

Being on time and prepared for the day is important. Parents will be contacted if tardiness to school becomes a problem.

NOTE: Don't forget to have your parents sign you in or out at the desk if you are late or check out. If you are in your building but not ready for class, you will get sent back to the desk to get a tardy slip.

Unexcused tardies and checkouts will affect your attendance grade.

Make-up work

Make-up work and/or making arrangements for make-up work should be completed within three days of student's return.

Attendance Grades

Attendance is something we think about for most of our student recognition programs and eligibility for extracurricular activities, so we need an objective way to make distinctions. You will begin each quarter with an attendance grade of "100," and we will deduct points for unexcused absences (3 points) and unexcused checkouts and/or tardies (2 points.) You need to maintain an attendance grade of 85 to earn an "S" in attendance.

Campus and Food Allergy Safety

Student safety is very important to your parents, teachers, and administrators. We love you and safety is priority. We expect for you to feel safe on campus and in your classrooms, and we expect you to be cautious and watch for your own and the safety of others at all times. If you ever feel unsafe, you must tell a supervising adult. It is important for students to listen to members of the campus security team and teachers at all times when in the buildings and outside. You must be respectful to each other, to campus security, to your teacher, and guests and community members when crossing streets, walking along sidewalks, and in parking lots. Talking must be at a minimum, age appropriate, or not at all when crossing the street.

Fire, bad weather, and intruder drills and events must be taken seriously. It is important for all students to listen to adults, supervising adults, and teachers on campus in the event of a drill and/or an emergency.

Students must not leave a building without adult supervision/permission. If you are in a location without your direct supervising adult, you must look for the closest supervising adult and speak to them before leaving a room or building.

Food Allergy Safety – Student’s Responsibilities – as age appropriate

It is important to care for your health and the health of others. Students are expected to be mindful of each other and help each other when needed. If you see a friend in need, go to the nearest supervising adult for help.

Students must not trade food with others.

If you have food allergy symptoms before arriving at school, you should not attend school to be closely observed by your parents/guardian. After symptoms subside, you may attend school.

If you present with allergy symptoms at school and require close supervision, your parent may be required to pick you up from school for observation or to see your doctor.

Students must not eat anything containing a known allergen. Students must not eat food items when the exact ingredients or means of preparation are unknown. If in any way in doubt, do not eat.

You must immediately notify a teacher or supervisory adult if you are experiencing any allergy symptoms or believe you may have ingested or been otherwise exposed to an allergen, even if this proves to be in error at a later time. When in doubt, notify an adult.

You must self-manage, as is age appropriate, your allergy by understanding and implementing the following:

- Know strategies for avoiding exposure to triggers or unsafe foods
- Wash hands before and after eating
- Know symptoms of an allergic reaction
- Know how and when to tell an adult you may be having a reaction
- Be able to self-administer emergency medication or other required or appropriate treatment
- Know and be able to articulate “safe” and “unsafe” foods
- Be able to read food labels
- Know your physician’s name

Behavior

Appropriate behavior and consistent expectations are very important in making our school feel like a safe place to teach and learn. Out of respect for everyone, you are expected to conduct yourself in an orderly manner and consistently make a good faith effort to cooperate with the rules of general conduct, technology use, and dress code. Our rules and guidelines are summarized in this section. The summary does not cover every choice someone might make because that would be virtually impossible! But it covers the most important ones and is organized in order of seriousness and how severe the consequences might be. The guidelines apply anywhere on campus or at any SLS sponsored event.

General Misconduct

Typically your teacher or whoever sees your behavior will handle these things when they first happen. Consequences might include a quiet redirection, a change in where you sit, a private conference with your teacher, or something else age appropriate. If the misconduct continues, consequences may include an office referral to principal, parent/teacher or parent/principal conference, before or after school detention, time away from the classroom, in or out of school suspension, losing the use of your personal device in the classroom, a zero on a related assignment, being suspended or removed from a team or club, or something else equally appropriate.

1. Horseplay including but not limited to fake wrestling, clowning, acting out, running or jumping in hallways, heel clipping, tossing small objects, pencil pops, spitballs, etc.

2. Verbal exchanges including retorts, name calling, arguing, inappropriate language, etc.
3. Minor disruptions including excessive or inappropriately loud talking, distracting movement, interruptions to instruction or whatever activity is going on, etc.
4. Possession of unauthorized items including but not limited to toys, gum and candy, cards, outside food, etc.
5. Thoughtless disrespect toward others including tone of voice, cutting in line, being unappreciative to staff, not taking care of school property, etc.
6. Lack of preparation for class or interfering with another student's ability to prepare for class including missing materials, returning to your locker, "borrowing" another's materials without permission, and occasional dress code violations, etc.
7. Forgetting to turn personal device off.

More Serious Misconduct

The following behaviors are more serious and may automatically be referred to a school administrator. Consequences may include an office referral to principal, parent/teacher or parent/principal conference, before or after school detention, time away from the classroom, in or out of school suspension, losing the use of your personal device in the classroom, a zero on a related assignment, being suspended or removed from a team or club, or something else equally appropriate.

1. Not responding appropriately to a previous intervention for general misconduct (i.e., not returning parent communication, repeating the same behaviors).
2. Compromising your own safety by leaving school grounds, your classroom or designated areas without permission, not fully and seriously participating in fire, weather and other safety drills, etc.
3. Dishonesty including, plagiarism or cheating, forging or altering school forms/documents, attempted theft, or possession of stolen property, providing false information, etc.
4. Harmful or hurtful interactions with others including inappropriate physical contact; obscene or inappropriate language or gestures; sexual and other harassment; fighting, hitting, bullying; verbal abuse ranging from gossip to racial slurs; participating in exclusive groups, clubs, or gangs at school; insubordination, or showing disrespect to adults and for the school, etc.
5. Willful acts that pose a minor threat to people or facilities such as such as possession/use of firecrackers, smoke bombs, etc.; vandalism; trespassing; unauthorized possession of dangerous objects, etc.
6. Violations of the Acceptably Use Policy/Technology Code of Conduct including using technology (during or outside of school) in a way that disrupts or could negatively disrupt the school environment; intentional access of inappropriate websites, social networks, personal email, etc.; calling, texting messaging, emailing, or electronically communicating with other students, parents, friends, and family during the school day (8:00am to 3:30pm) through unapproved means, etc.
7. Selling goods or services for personal gain.

Cause for Dismissal

The following actions may result in advanced disciplinary measures up to and including being immediately expelled from St. Luke School and possible police action:

1. Possession of a firearm or deadly weapon
2. Intimidation by verbal assault, threatening physical assault, use of a weapon, bomb threats, etc.
3. Bringing physical harm to someone or causing substantial damage to personal or school property through arson, vandalism, fighting, or other means.
4. Possession, sale or attempted sale, or distribution of drugs, alcohol, controlled substances, tobacco (including cigarettes, e-cigarettes, vapes, JUULS), or related products or paraphernalia.
5. Use of technology to disrupt the safety and the security of the learning environment of St. Luke.

Technology Code of Conduct

Because technology is such a big part of learning and teaching at SLS, the school has a Technology Code of Conduct to ensure its safe and appropriate use. This code is published in [the Family Portal](#). It describes what your responsibilities are and the consequences for not following the rules. If technology is used during school hours (either a personal or school device, you and your parents must

both sign an [Acceptable Use Policy](#) (also posted in the Family Portal and in the appendix at the back of this handbook) stating you have read the code of conduct, understand its contents, and will follow them.

Cell Phones, Smartphones, and Smartwatches

Cell phones, smartphones, and smartwatches are not acceptable devices and must remain at home. If a cell phone is needed for making contact after school during non-school related activities, that phone must be turned off and in a backpack during the entire school day. Cell phones must be turned off and in a backpack during a school related club meeting, rehearsal, or sports/competitive team practice and competition. You may only use school phones in the office and with permission of a teacher to communicate with your parents about after school activities or dismissal changes during the day. Your parents must call the school offices to communicate changes in your after school plans.

DRESS CODE

The SLS uniform is a sign of school pride, so you need to wear it well. The table below states the specifics of what you can wear.

Lower School BOYS Uniform (Jr-K - 5th grade)

Trousers	Plain khaki pants (no cargo or corduroy pants).
Shorts	Plain khaki shorts (no cargo shorts).
Shirts	Red, white, or gray Lands' End collared shirt with school logo; white button down Lands' End oxford shirt (short or long sleeve) with school logo. Shirts must be tucked in. (Uniform shirts must be purchased from Lands' End and may not be embroidered locally).
Undershirts	An undershirt worn under a uniform shirt must be white. White turtlenecks or long-sleeve white undershirts may be worn under uniform shirts.
Sweatshirts/Fleece/Sweaters/Vests	Any red or gray logo outerwear from Lands' End, SLS swap shop, or SLS spirit wear. A uniform shirt must be worn underneath ALL outerwear.
Raincoats	Any raincoats are acceptable, SLS logo not required. Non-logo raincoats should be removed upon entering any SLS building.
Outerwear/Extreme Cold	All outerwear which is worn during the school day must be approved SLS outerwear with the school logo. Students are advised to bring uniform sweaters or jackets for cool classrooms. Heavy coats are acceptable outside in extreme temperatures (SLS logo not required) or during arrival and dismissal, but they should be removed upon entering any SLS building. Please put the child's name in all outerwear.
Daily Uniform Shoes	Predominantly white tennis shoes, can contain black and/or gray trim (no other colors). Predominantly gray tennis shoes, can contain black and/or white trim (no other colors). Predominantly black tennis shoes, can contain gray and/or white trim (no other colors). All white tennis shoes. Shoes may have a colored tag. White Converse style low-top with basic red stripe or gray Converse style low top shoe. No high tops allowed. All shoes must have non-marking soles.
Socks	Basic, solid white ankle or crew socks or white ankle or crew socks with a gray or black logo.
Belts	Plain brown (up to 2 inches wide) or SLS (Eliza B) custom belts are acceptable. Belts must be worn with any bottoms that have belt loops.
Jewelry/Accessories	Watch (NO smartwatches), one small necklace, and/or spirit bracelet.
Formal Chapel Days (first Wednesday of every month) and Other Announced Special Occasions (No Formal Chapel for Jr-K)	Khaki trousers (no shorts). Lands' End SLS plaid tie (traditional, pre-tied, or bowtie) is required. The tie may be removed when attending P.E. and recess. White oxford shirt (short or long sleeve) with SLS logo. (Plain white oxfords are only acceptable on formal chapel days if worn with plaid tie which is not removed during the day.) Belt and any daily uniform shoe or deck/boat shoes (solid brown or tan, slight two tone acceptable). (Boys should bring tennis shoes to change into for recess or PE.) Socks are not required; plain navy, black, or khaki dress socks are acceptable with deck or boat shoes. For outerwear, navy blazers are optional. No sweatshirts, athletic team jackets, pullovers or spirit outerwear. Logo sweaters and vests and coats to include a fleece and ThermoPlume jacket may be worn.

Jeans Days	On designated jeans days, students may wear jeans and a St. Luke School or St. Luke Church t-shirt or sweatshirt (past or present) or uniform collared shirt or students may wear a SLS or St. Luke Church t-shirt or sweatshirt with uniform bottoms. Shirts may be untucked. Jeans must be plain denim blue jeans with no holes/tears (that show skin) and without decoration. No colored jeans are allowed. Uniform shoes and socks are required; a belt is not. Students donate \$1.00 for this privilege. All money collected goes to missions.
Spirit Days (as noted on school calendar) and Pep Rallies	Any St. Luke School or St. Luke Church t-shirt or sweatshirt (past or present), khaki bottoms, uniform belt, any daily uniform shoe and solid white socks. Uniform collared shirts are acceptable. Shirts must be tucked in.
SLAM day	SLAM t-shirt, comfortable athletic shorts/pants, tennis shoes of choice.
<i>*Student dress at SLS is expected to reflect self-pride in our school. Students are not to wear extremes in hairstyles, hair colors, hair lengths, and nail colors. Uniform clothing with holes, tears, frayed hems, etc. are not to be worn.</i>	

Effective July, 2023

Lower School GIRLS Uniform (Jr-K - 5th grade)

Trousers	Plain khaki pants or capris (no cargo or corduroy pants).
Shorts/Skorts/Skirts	Plain khaki shorts, skorts, skirts or Lands' End SLS plaid skorts, which must be at least fingertip length in Kdg-third grades and no more than 3 inches above the knee bend in fourth and fifth grades (no cargo styles). Please wear shorts under skirts/dresses.
Dresses/Jumper	SLS plaid jumper (logo not required), gray jumper (logo required), red and gray knit dress with school logo. (Note that all dresses/jumpers are Lands' End. Jumpers must be worn with SLS white Peter Pan, white oxford, white turtleneck, or white uniform collared shirt underneath.) Please wear shorts under dresses/skirts.
Shirts	Red, white, or gray Lands' End collared shirt with school logo; white button down Lands' End oxford shirt or Peter Pan shirt with school logo. Shirts must be tucked in. (Uniform shirts must be purchased from Lands' End and may not be embroidered locally).
Undershirts	An undershirt worn under a uniform shirt must be white. White turtlenecks or long-sleeve white undershirts may be worn under uniform shirts.
Sweatshirts/Fleece/Sweaters/Vests	Any red or gray logo outerwear from Lands' End, SLS swap shop, or SLS spirit wear. A uniform shirt must be worn underneath ALL outerwear.
Raincoats	Any raincoats are acceptable, SLS logo not required. Non-logo raincoats should be removed upon entering any SLS building.
Outerwear/Extreme Cold	All outerwear which is worn during the school day must be approved SLS outerwear with the school logo. Students are advised to bring uniform sweaters or jackets for cool classrooms. Heavy coats are acceptable outside in extreme temperatures (SLS logo not required) or during arrival and dismissal, but they should be removed upon entering any SLS building. Please put the child's name in all outerwear.
Daily Uniform Shoes	Predominantly white tennis shoes, can contain black and/or gray trim (no other colors). Predominantly gray tennis shoes, can contain black and/or white trim (no other colors). Predominantly black tennis shoes, can contain gray and/or white trim (no other colors). All white tennis shoes. Shoes may have a colored tag. White Converse style low-top with basic red stripe or gray Converse style low top shoe. No high tops allowed. All shoes must have non-marking soles.
Socks/Tights/ Leggings	Basic solid white ankle or crew socks or white crew or ankle socks with a gray or black logo. White knee socks, leggings (white, black, gray), or tights (white) are acceptable with jumpers, skorts, and skirts.
Belts	Plain brown (up to 2 inches wide) or SLS (Eliza B) custom belts are acceptable. Belts must be worn with any bottoms that have belt loops.
Jewelry/Accessories	Limited to small earrings, watch (NO smartwatches), one small necklace, small bracelet, and/or spirit bracelet. Hairbows and headbands must coordinate with uniforms. Acceptable colors are red, white, gray, khaki and black.

Formal Chapel Days (first Wednesday of every month) and Other Announced Special Occasions (No Formal Chapel for Jr-K)	Lands' End SLS plaid jumper, skirt, or skort (no trousers or shorts) must be worn and must meet length stated in handbook. White oxford shirt (long or short sleeve) with SLS logo or white PeterPan shirt with SLS logo required. Polo style uniform shirts may NOT be worn. Any daily uniform shoe, Mary Jane, or plain black flats may be worn. (Girls should bring tennis shoes to change into for recess or PE.) Socks are not required with flats. White knee socks may be worn (no logos). Leggings (white, black, gray), tights (white) or bicycle shorts (black or white) may be worn under skirts. For outerwear, uniform cardigans or coats to include a fleece and ThermoPlume jacket may be worn. No sweatshirts, athletic team jackets, pullovers, or spirit outerwear.
Jeans Days	On designated jeans days, students may wear jeans and a St. Luke School or St. Luke Church t-shirt or sweatshirt (past or present) or uniform collared shirt or students may wear a SLS or St. Luke Church t-shirt or sweatshirt with uniform bottoms. Shirts may be untucked. Jeans must be plain denim blue jeans with no holes/tears (that show skin) and without decoration. No colored jeans are allowed. Plain denim blue jean skirts/skorts must be at least fingertip length in Kdg-third grades and no more than 3 inches above the knee bend in fourth and fifth grades. Uniform shoes and solid white socks are required; a belt is not. Jr-K – fourth grade may wear a SLS cheer uniform. Students donate \$1.00 for this privilege. All money collected goes to missions.
Spirit Days (as noted on school calendar) and Pep Rallies	Any St. Luke School or St. Luke Church t-shirt or sweatshirt (past or present), khaki bottoms, uniform belt, any daily uniform shoe and solid white socks. Uniform collared shirts are acceptable. Shirts must be tucked in. Jr-K – fourth grade may wear a SLS cheer uniforms.
SLAM day	SLAM t-shirt, comfortable athletic shorts/pants, tennis shoes of choice.
<i>*Student dress at SLS is expected to reflect self-pride in our school. Students are not to wear extremes in hairstyles, hair colors, hair lengths, and nail colors. Uniform clothing with holes, tears, frayed hems, etc. are not to be worn.</i>	

Effective July, 2023

Middle School BOYS Uniform (6th - 8th grade)

Trousers	Plain khaki pants (no cargo or corduroy pants).
Shorts	Plain khaki shorts (no cargo shorts).
Shirts	Red, white, or gray Lands' End collared shirt with school logo; white button down Lands' End oxford shirt (short or long sleeve) with school logo. Shirts must be tucked in. (Uniform shirts must be purchased from Lands' End and may not be embroidered locally).
Undershirts	An undershirt worn under a uniform shirt must be white. White turtlenecks or long-sleeve white undershirts may be worn under uniform shirts.
Sweatshirts/Fleece/Sweaters/Vests	Any red or gray logo outerwear from Lands' End, SLS swap shop, or SLS spiritwear. A uniform shirt must be worn underneath ALL outerwear.
Raincoats	Any raincoats are acceptable, SLS logo not required. Non-logo raincoats should be removed upon entering any SLS building.
Outerwear/Extreme Cold	All outerwear which is worn during the school day must be approved SLS outerwear with the school logo. Students are advised to bring uniform sweaters or jackets for cool classrooms. Heavy coats are acceptable outside in extreme temperatures (SLS logo not required) or during arrival and dismissal, but they should be removed upon entering any SLS building. Please put the child's name in all outerwear.
Daily Uniform Shoes	Predominantly white tennis shoes, can contain black and/or gray trim (no other colors). Predominantly gray tennis shoes, can contain black and/or white trim (no other colors). Predominantly black tennis shoes, can contain gray and/or white trim (no other colors). All white tennis shoes. Shoes may have a colored tag. White Converse style low-top with basic red stripe or gray Converse style low top shoe. No high tops allowed. Deck or boat shoes (solid brow or tan, slight two tone acceptable). All shoes must have non-marking soles.
Socks	Basic solid white ankle or crew socks or white ankle or crew socks with gray or black logo. Socks are not required with deck or boat shoes.
Belts	Plain brown (up to 2 inches wide) or SLS (Eliza B) custom belts are acceptable. Belts must be worn with any bottoms that have belt loops.
Jewelry/Accessories	Watch (NO smartwatches), one small necklace, and/or spirit bracelet.

Formal Chapel Days (first Wednesday of every month) and Other Announced Special Occasions	Khaki trousers (no shorts). Lands' End SLS Plaid tie is required. White oxford shirt (long or short sleeve) with SLS logo. Belt and any daily uniform shoe or brown or black dress shoe required. Plain navy, black, or khaki dress socks may be worn with deck, boat, or brown or black dress shoes. For outerwear, navy blazers are optional. No sweatshirts, athletic team jackets, pullovers or spirit outerwear. Logo sweaters and vests and coats to include a fleece and ThermoPlume jacket may be worn.
Jeans Days	On designated jeans days, students may wear jeans and a St. Luke School or St. Luke Church t-shirt or sweatshirt (past or present) or uniform collared shirt or students may wear a SLS or St. Luke Church t-shirt or sweatshirt with uniform bottoms. Shirts may be untucked. Jeans must be plain denim blue jeans with no holes/tears (that show skin) and without decoration. Patches are acceptable. No colored jeans are allowed. Uniform shoes and solid white socks are required; a belt is not. Students donate \$1.00 for this privilege. All money collected goes to missions.
PE Uniform	Gray Lands' End PE t-shirt, red Lands' End mesh gym shorts, athletic socks and tennis shoes of choice
Spirit Days (as noted on school calendar) and Pep Rallies	Any St. Luke School or St. Luke Church t-shirt or sweatshirt (past or present), khaki bottoms, uniform belt, any daily uniform shoe and solid white socks. Uniform collared shirts are acceptable. Shirts must be tucked in.
Soul Survivor day	Soul Survivor t-shirt, comfortable athletic shorts/pants, tennis shoes of choice.
<i>*Student dress at SLS is expected to reflect self-pride in our school. Students are not to wear extremes in hairstyles, hair colors, hair lengths, and nail colors. Uniform clothing with holes, tears, frayed hems, etc. are not to be worn.</i>	

Effective July, 2023

Middle School GIRLS Uniform (6th - 8th grade)

Trousers	Plain khaki pants or capris (no cargo or corduroy pants).
Shorts/Skorts/Skirts	Plain khaki shorts; khaki, Lands' End gray, or Lands' End SLS Plaid skirts and skorts. Must be no more than 3 inches above the knee bend. (No cargo styles.)
Dress	Lands' End gray dress.
Shirts	Red, white, or gray Lands' End collared shirt with school logo; white button down Lands' End oxford shirt or Peter Pan shirt with school logo. Shirts must be tucked in. (Uniform shirts must be purchased from Lands' End and may not be embroidered locally).
Undershirts	An undershirt worn under a uniform shirt must be white. White turtlenecks or long-sleeve white undershirts may be worn under uniform shirts.
Sweatshirts/Fleece/Sweaters/Vests	Any red or gray logo outerwear from Lands' End, SLS swap shop, or SLS spirit wear. A uniform shirt must be worn underneath ALL outerwear.
Raincoats	Any raincoats are acceptable, SLS logo not required. Non-logo raincoats should be removed upon entering any SLS building.
Outerwear/Extreme Cold	All outerwear which is worn during the school day must be approved SLS outerwear with the school logo. Students are advised to bring uniform sweaters or jackets for cool classrooms. Heavy coats are acceptable outside in extreme temperatures (SLS logo not required) or during arrival and dismissal, but they should be removed upon entering any SLS building. Please put the child's name in all outerwear.
Daily Uniform Shoes	Predominantly white tennis shoes, can contain black and/or gray trim (no other colors). Predominantly gray tennis shoes, can contain black and/or white trim (no other colors). Predominantly black tennis shoes, can contain gray and/or white trim (no other colors). All white tennis shoes. Shoes may have a colored tag. White Converse style low-top with basic red stripe or gray Converse style low top shoe. No high tops allowed. Deck or boat shoes (solid brown or tan, slight two tone acceptable). Plain black flats. All shoes must have non-marking soles.
Socks/Tights/Leggings	Basic solid white ankle or crew socks or white crew or ankle sock with black or gray logo. White knee socks, leggings (white, black, gray), or tights (white) are acceptable with jumpers, skorts, and skirts. Socks are not required with deck or boat shoes nor with plain black flats.
Belts	Plain brown (up to 2 inches wide) or SLS (Eliza B) custom belts are acceptable. Belts must be worn with any bottoms that have belt loops.

Jewelry/Accessories	Limited to small earrings, watch (NO smartwatches), one small necklace, small bracelet, and/or spirit bracelet. Hair bows and headbands must coordinate with uniforms. Acceptable colors are red, white, gray, khaki, and black.
Formal Chapel Days (first Wednesday of every month) and Other Announced Special Occasions	SLS Lands' End plaid jumper, skirt, or skort (no trousers, no shorts) must be worn and must meet length stated in handbook. White oxford shirt (long or short sleeve) with SLS logo or white Peter Pan shirt with SLS logo. Polo style shirts may NOT be worn. Any daily uniform shoe, Mary Jane, or plain black flats may be worn. (Girls should bring tennis shoes to change into for recess or PE.) Socks are not required with flats. White knee socks may be worn (no logos). Leggings (white, black, gray), tights (white) or bicycle shorts (black or white) may be worn under skirts. For outerwear, uniform cardigans or coats to include a fleece and ThermoPlume jacket may be worn. No sweatshirts, athletic team jackets, pullovers, or spirit outerwear.
Jeans Days	On designated jeans days, students may wear jeans and a St. Luke School or St. Luke Church t-shirt or sweatshirt (past or present) or uniform collared shirt or students may wear a SLS or St. Luke Church t-shirt or sweatshirt with uniform bottoms. Shirts may be untucked. Jeans must be plain denim blue jeans with no holes/tears (that show skin) and without decoration. Patches are acceptable. No colored jeans are allowed. Plain denim blue jean skirts/skorts must be no more than 3 inches above the knee bend. Uniform shoes and solid white socks are required; a belt is not. Students donate \$1.00 for this privilege. All money collected goes to missions.
PE Uniform	Gray Lands' End PE t-shirt, red Lands' End mesh gym shorts, athletic socks and tennis shoes of choice

Spirit Days (as noted on school calendar) and Pep Rallies	Any St. Luke School or St. Luke Church t-shirt or sweatshirt (past or present), khaki bottoms, uniform belt, any daily uniform shoe and solid white socks. Uniform collared shirts are acceptable. Shirts must be tucked in.
Soul Survivor day	Soul Survivor t-shirt, comfortable athletic shorts/pants, tennis shoes of choice.
<i>*Student dress at SLS is expected to reflect self-pride in our school. Students are not to wear extremes in hairstyles, hair colors, hair lengths, and nail colors. Uniform clothing with holes, tears, frayed hems, etc. are not to be worn.</i>	

Effective July, 2023

Uniform Dress Code Standards

The St. Luke School Uniform Dress Code is based on our belief that students should present an image that reflects a sense of pride in themselves, their families and their school. Our dress code is a reminder that clothing may be simple and uniform, and the real worth of the individual is in what he or she accomplishes with the gifts God has given.

Uniform Standards

Uniform items should be labeled with the child's name.

The uniform is expected to be neat, modest and appropriate.

Each item worn should be appropriately sized; not too small and not too large.

Uniform clothing must be free of holes and torn/unfinished hems.

Unless authorized, students will dress in uniform according to gender status on birth certificate.

Parents and students have the primary responsibility to understand and adhere to the dress code standards.

Uniform Governance

A uniform check will take place every morning in each classroom. A comprehensive list of uniform requirements may be found by visiting the SLS [website](#) or in the handbook.

Each morning, teachers will check for adherence to the following standards:

- ✓ Approved tops that are tucked into uniform bottoms
- ✓ Approved bottoms that are the proper length
- ✓ Approved shoes

- ✓ All white socks
- ✓ A belt for bottoms that have belt loops
- ✓ Approved hair/head accessories
- ✓ Limited jewelry
- ✓ Formal uniform items when required

At the conclusion of the daily uniform check, the following consequences will apply to students who have violated the dress code standards:

First Violation:

1. Student will receive uniform violation notice.
2. Student will be expected to obtain a parent signature.
3. Student will return the signed uniform violation notice to their respective principal the next school day.

Second Violation:

1. Student will receive uniform violation notice.
2. Student will be expected to obtain a parent signature.
3. Student will return the signed uniform violation notice to their respective principal the next school day.
4. Parents may be contacted for the following:
 - a. To provide a change of skirt, skort or shorts that meets the dress code length standard.
 - b. To provide a belt, socks, shoes, bottom or top that meets dress code standards

Third Violation:

1. Student will receive uniform violation notice.
2. Student will be expected to obtain a parent signature.
3. Student will return the signed uniform violation notice to their respective principal the next school day and may be expected to serve an age appropriate consequence.
4. Parents may be contacted for the following:
 - a. To provide a change of skirt, skort or shorts that meets the dress code length standard.
 - b. To provide a belt, socks, shoes, bottom or top that meets dress code standards

Subsequent Violation(s):

Parent(s) and student may meet with the Head of School, Mr. Green, to determine consequence(s).

Please make note:

SLS administration may prohibit any clothing item(s) to include item(s) not specifically prohibited by the dress code. On the rare occasion students are allowed to dress out of uniform, violations will be issued to reflect the guidelines communicated.

Academic Expectations

If you want to be successful academically, personal integrity is important. Equally important is developing productive study habits and an understanding that academics come first and participation in other activities is a privilege that follows.

Honor Code

The students at St. Luke are expected to display integrity both academically and socially while in school and while participating in activities outside school. To uphold good character, students are expected to be honest to God, themselves, teachers, coaches, administrators, and each other.

Academic honesty is a vital part of St. Luke's beliefs in providing an excellent academic education that is faith-based. St. Luke students are expected to demonstrate honesty in all that they do by:

1. Completing their own work to the best of your ability without assistance from anyone else, whether it is classwork, homework, AR, STAR tests, research papers and essays, or quizzes and tests.
2. Refusing to share their work of any kind with other anyone else unless instructed to do so by the teacher/staff member.

3. Ensuring all work is free of any form of direct or indirect plagiarism from published or unpublished sources.
4. Refraining from behaviors that are emotionally or socially hurtful toward others such as teasing, gossiping, excluding others, or any form or degree of bullying.
5. Demonstrating good sportsmanship at academic and athletic competitions and events. Following rules at all times when competing.
6. Being truthful in word and deed.

An Honor Code violation may be addressed by school administration or their designee. Consequences will be appropriate for the age and individual needs of the child. They may include, but are not limited to receiving a zero on the assignment, an office referral, parent contact/conference, full or partial suspension, probation or removal from National Junior Honor Society, Student Council, athletic teams, and or other extracurricular activities, recording the incident as part of the student's permanent record, and/or dismissal from St. Luke School.

Homework

You will be assigned homework as needed and as appropriate for your grade level. It is the school policy that homework will not be assigned on Wednesdays and due the following day. There may be times when tests or long term assignments will have a Thursday due date, but they will be announced well in advance. Additionally, during ITBS week, no homework will be assigned to be due on the days your grade is testing. We want you to be well rested and have as little stress as possible that week.

Maintaining Your Grades

You are expected to work to your potential and keep your grades up. The grading scales for most classes are:

OR

A = 89.5-100

S = Satisfactory

B = 79.5-89.4

N = Needs Improvement

C = 74.5-79.4

U = Unsatisfactory

D = 69.5-74.4

F = 69.4 and below

At a minimum, you need to maintain a C average or better in your academic classes and an "S" or better in Attendance. If your academic class average is below a 75% on a quarter report card, you will immediately be placed on Academic Probation. Your grades will be reviewed at the next progress report and if your core academic average is at least a 75% you will be removed from probation.

If your core academic average is less than 75% then you and your parents may be expected to meet with the Leadership Team. Based on the discussion during this meeting, the Leadership Team will make a decision concerning your continued status at St. Luke School.

Extracurricular Eligibility

Participating in extracurricular activities is a privilege based on consistently sound academic performance, servant leadership, and behavior. The specific requirements vary slightly by activity, but the table below should give you an idea of what you need to aim for if you want to be involved in the many opportunities St. Luke has to offer. Please note this is just a summary. Specific requirements for various activities will be provided by your coach/sponsor when you sign up, try out, or audition.

Activity/Recognition	Grade Requirements	Conduct/Attendance Requirements	Other Considerations
National Junior Honor Society	92.5% Avg	Conduct: Students are expected to adhere to and promote the SLS conduct and behavior policies found in the SLS Student/Parent Handbook. Attendance: See NJHS attendance policy.	Servant leadership, mission participation, teacher input, and attendance at NJHS functions are also required. See bylaws for probationary status and dismissal guidelines.
Sports and Other Extracurricular Activities	No grade below a C	Conduct: Students are expected to adhere to and promote the SLS conduct and behavior policies found in the SLS Student/Parent Handbook. Attendance: Students must be in attendance for a minimum of one half of the school day in order to participate in team practice or in a contest. The athletic director and/or administration may permit participation in special excused circumstances.	See requirements for probationary status below.

Probationary Status for Extracurricular Activities

St. Luke School believes that while participation in co-curricular activities, including athletics, is an important part of the overall educational experience, focus on academic studies must remain a priority for all students and student-athletes. To participate in extracurricular activities and SLS athletics, students must meet or exceed academic standards. Students receiving a grade less than a “C” on a Quarterly Report Card may be placed on probation. Students on probation may attend try-outs, conditioning practices, rehearsals, and planning meetings. Students already on a roster for an extracurricular activity and/or sport are required to attend regular practices, games, meetings, and rehearsals. Students on probation will be monitored by their sponsor, coach, athletic director, and/or administrator in order to assess academic progress, and determine their eligibility to participate.

Teachers, sponsors, and coaches will work with students and student-athletes to improve their academic standing to the required level to be reinstated in full to their activity. A student receiving a grade less than a “C” on two Quarterly Report Cards within an academic year may not be eligible for participation in extracurricular nor athletic activities for the remainder of the academic year. If the second offense occurs at the end of an academic year, the student may remain ineligible for the first quarter of the following academic year. Decisions regarding suspension due to academics or conduct will be made by the sponsor or athletic department and administration.

St. Luke School’s [Athletic Handbook](#) is available on the [school website](#).

PARENTS – WHAT YOU NEED TO KNOW

Attendance

Much of this information is also located in the student section of the handbook. Below are a few more details about excused and unexcused absences and what to do if your schedule doesn’t work with our drop off and pick up times.

Arrival and Dismissal

Drop off begins at the designated entrance of your child’s building beginning at 8:00 a.m. Students need to be in class and prepared for the day by 8:20 a.m. or they are counted as an unexcused tardy. Pick up is between 3:00 and 3:30 p.m.

Arrival: For the safety of your child, under no circumstances should they be dropped off prior to 8:00 a.m., or dropped off on a corner or at any entrance other than the one designated for their building as there will be no school

supervision. On occasion, field trips are scheduled to depart or arrive outside of normal school hours. If you miss a field trip departure, you will need to make arrangements for childcare until the class returns or arrange to transport your child to the field trip location. This will be counted as an unexcused absence or tardy as noted below.

Dismissal: Students are dismissed beginning at 3:00 p.m. and must be picked up no later than 3:30 p.m. If you need to arrange before or after school care, please contact the ELC at (706) 322-2703.

Absences

A student must be in school for at least four hours in order to be counted present. Absences due to personal illness or the illness or the death of an immediate family member are excused as long as the homeroom teacher receives a written note or an email from a parent or guardian explaining the reason for the absence upon the student's return. Please note that all absences will be considered unexcused until a note is received. If a student misses school for a doctor's appointment, a note from the doctor is required. A note from the doctor may also be required if a student misses in excess of three school days in a row due to illness.

To protect the health and safety of all students, please be attentive to contagious illnesses. Be attentive to whether or not your child has been fever, vomiting, and diarrhea free (without medication) for 24 hours before planning to return to school.

Occasionally students have the opportunity to travel or attend an off campus educational event. In these instances, parents must complete an "Absence Approval Form" at least one week in advance. The form can be found on our [school website](#) or in the Appendix of this handbook. This gives administration time to determine whether or not the absence will be excused and provide teachers with the opportunity to plan lessons. Teachers are not always able to provide makeup work in advance and are not required to do so. Unexcused absences will affect a student's attendance grade.

Any absences in excess of twenty days (excused and/or unexcused) may result in a student being withdrawn from St. Luke School. When a student reaches twenty days of absences during a school year, a letter of appeal to the Head of School will be required to allow promotion or credit for the grade/class where the absences occurred.

Tardies and Checkouts

Tardies and checkouts for doctor appointments and temporary illnesses are excused as long as a notice from the doctor is provided for appointments and a written note or email from a parent or legal guardian regarding an illness is presented upon the student's return. We recognize that sometimes weather or traffic can cause school-wide tardies and that family emergencies arise. If such a situation occurs, notify the school, and administration will determine whether the tardy will be excused or not.

If students arrive after 8:20 a.m., parents or the driver is expected to walk the student into the building and sign in for the student.

If the tardy or checkout results in the student being at school for less than 4 hours, the student will be marked absent and guidelines for absences apply.

Being on time and prepared for the day is important. Parents will be contacted if tardiness to school becomes a problem.

Unexcused tardies and checkouts will affect a student's attendance grade.

Changes in arrival and/or dismissal plans once the school day has started

Students may only use school phones in the office and with permission of a teacher to communicate with their parents about after school activities or dismissal changes during the day. If plans for dismissal change for a student, the parent must call the school office to communicate changes in pick up and/or after school plans. Parents should not count on teachers to respond to an email about transportation changes throughout the day. Parents should not try to contact their child through any other type of communication tool.

Make-up work

Make-up work and/or making arrangements for make-up work should be completed within three days of student's return.

Attendance Grades

Our guidelines are in no way meant to be punitive, but attendance is a component of some of our student recognition programs, and we need an objective way to make distinctions. Each student will begin the quarter with an attendance grade of “100” and deductions will be made for unexcused absences (3 points) and unexcused tardies and checkouts (2 points). Students must maintain an attendance grade of 85 to earn an “S” in attendance on his/her report card each quarter.

Conduct, Dress Code and Academic Expectations

Please see the student section for details on our conduct, dress code, dress code standards, and academic expectations. The guidelines have been developed to balance the needs of the individual with the entire student body and staff. We hope you understand that while some behaviors might be perfectly acceptable at home or in small groups, they can interfere with instruction or the safety of our students. We are confident you will work with us to provide an emotionally and physically safe learning environment for everyone on campus. If you do have concerns, please do not hesitate to contact your child’s teacher or school administration. Additional details on the dress code and ordering information can be found on our [school website](#).

Classroom Management

Our teachers want to be student centered in both instruction and in the management of the classroom. To that end, we have implemented a classroom management plan in an effort to minimize classroom distractions from common and low level student behaviors. It is important to distinguish that this classroom management plan does not replace our other policies and procedures for student misconduct. Each teacher’s classroom management plan is a growth oriented process that teaches students what the desired classroom behavior entails, provides prompts to remind the child, and then if necessary there is a process for individual conversations when those expectations are not being met. There are additional mechanisms for both parent communication and administrative support. In the event this does not correct the behavior, additional disciplinary steps may be required.

Home and School Communication

FACTS Family Portal

The best way to access teacher announcements and academic information is through the Family Portal. The Family Portal is the parent and student portal for FACTS, the student information system used by the school to maintain student demographic information, manage enrollment, record and deliver grade information, and more.

This system gives students and parents the ability to check class specific information such as assignments, grades, attendance, and conduct. It provides access to a student and parent directory. The Family Portal is customizable so that users can receive notices about missing assignments or changes (drops) in grades. Teachers can easily send group announcements, newsletters and alerts. School administration is also able to issue parent alerts for inclement weather, school closing, mission reminders and more.

Parent and student access to the Family Portal is available through the [Family Portal link](#) on the [school website](#) or through the FACTS Home Mobile App. Many parents enjoy the mobile app to quickly look up contact information in the student/parent directory, check grades and class announcements, and access the school calendar and school forms on the go. A library of resource documents can be found on the mobile app under Resources.

The Family Portal is the best way to stay connected to classroom activities, assignments, grades and your child’s schedule. If you have any questions regarding logging and accessing information for your child(ren), please call the school office at 706-256-1301.

Mass Text and Phone Messages

The school uses FACTS as a mass communication system to send emergency announcements as well as important reminders and last minute schedule changes for things like extracurricular activity locations and times or field trip returns. These announcements can be sent to home, cell, and work phone numbers leaving voicemail, and/or email addresses depending on the nature of the announcement. **If you have a missed call from the school, please listen to your messages prior to calling the school to determine the nature of the call.**

Parent-Teacher Communication

You can expect weekly communications from your child’s teacher about what has been going on in the classroom by email and information about tests, quizzes, and projects within FACTS announcements. Remember you have instant access to your student’s progress through FACTS. We also value personal face to face communication. If you need to

get in touch with your child's teacher, the best way to reach him/her is to call or to email. Let him/her know when and how to best reach you. Please do not expect that teachers will be able to respond until after the instructional day or extracurricular activities have concluded.

Parent-Student Communication

Cell phones, smart phones, and smartwatches are not acceptable devices and must remain at home. If a cell phone is needed for making contact after school during non-school related activities, that phone must be turned off and in a backpack during the entire school day. Cell phones must be turned off and in a backpack during a school related club meeting, rehearsal, or sports/competitive team practice and competition. Students may only use school phones in the office and with permission of a teacher to communicate with parents about after school activities or dismissal changes during the day. Parents must call the school offices, school club sponsor or coach to communicate changes in pick up and/or after school plans. At the close of an extra-curricular activity, students may use a cell phone, with a school club sponsor or coach's permission.

Student Progress

Remember that you always have instant access to your student's progress through FACTS. Parents will receive formal quarterly report cards at the end of each quarter grading period. You must acknowledge the receipt of report cards as instructed at the time. The Kindergarten report card is a checklist of skills including language arts, math, social skills, and fine and large motor skills. 1st – 8th grade report cards use a traditional letter based grading scale. Quarterly report cards will note particular strengths or any issues pertaining to study habits, behaviors, personal development, and unexcused absences, check-outs and tardies that have influenced these grades.

Conferences

Conferences are a great way for parents and teachers to partner in the education of a child. Feel free to initiate a conference at any time by contacting your child's teacher. Teachers may also initiate conferences from time to time. Depending on the age of your child and the situation, it may or may not be appropriate for the child to sit in on the conference. If the conference is after school, please make the necessary arrangements for the supervision of your child during the conference. Sometimes a broader approach might benefit a child. In these situations you may be invited to attend a Student Support Team meeting to discuss any academic and/or behavioral challenges your child may be experiencing. These meetings are an opportunity for the teacher(s), parents, administration, and school counselor to brainstorm and work together for the benefit of the child. You may also initiate a Student Support Team meeting by emailing or calling your child's homeroom teacher.

Student Testing and Assessment

During the spring of each year, all students in grades 1 – 8 are required to take the Iowa Test of Basic Skills (ITBS). Grades 3, 5 and 8 will take the full battery of the ITBS to include English Language Arts, Math, Science and Social Studies. Grades 1, 2, 4, 6 & 7 will take only the English Language Arts and Math portions. These are nationally-normed tests taken by students across the country. We compare our students against norms in each subject area and grade using percentiles, normal curve equivalents and grade equivalents. Our most recent scores are available on the [school website](#). These tests are not intended to measure progress on any specific curriculum.

Health and Safety

Please refer to COVID-19 procedures as we have changed the health and safety protocol. Therefore, during the time of the Pandemic, please use the guidelines in the Appendices.

First aid is given in the classroom, the school office and at the reception desk of each building or in the nurse's clinic. In the event of a serious injury, parents or emergency contacts are notified and/or the family physician is called. Parents will be notified by a teacher or the school nurse if a student becomes ill at school.

Medication will be given only when a release form, available in [FACTS](#), is signed by a parent or legal guardian. Prescription and nonprescription medication should be sent to school in the original packaging including student's name, type of medication, prescribing physician's name, and dosage and administering directions. It will be kept in a specified location and administered by the school nurse. Students may not self-administer prescription or non-prescription medication unless it is intended for self-administration (i.e., inhalers). In the Middle School, students who need regular access to Tylenol or other over the counter medications may request medication if permission was given by a parent when completing that student's enrollment. The school nurse will help when needed.

To protect the health and safety of all students, please be attentive to contagious illnesses. Be attentive to whether or not your child has been fever, vomiting, and diarrhea free (without medication) for 24 hours before planning to return to school. A fever is considered as a temperature of 100.4 or above. When a diagnosis has been determined, it is in everyone's best interest to wait until your child is no longer contagious and cleared by a doctor before returning to school.

The St. Luke Campus is a smoke free, drug free campus and weapons of any kind are not allowed on campus.

Fire and Emergency Weather drills are held at irregular and unannounced intervals to comply with state law and to ensure the safety of our students and staff in such situations. In the event of a bad weather warning, we ask that parents NOT try to pick up students or call during the warning as this takes our attention from getting ALL students to safety quickly, may block emergency personnel from needed parking, and ties up phone lines needed for communicating with emergency personnel.

To protect the safety of both students and their guests, visitors must check in through the office (using main, office entrance doors) and be properly identified before visiting a classroom, another location within the building, or a location on the grounds. They will be given a pass to be worn at all times while visiting and returned when leaving the campus. Please note that a Columbus City ordinance bans unauthorized visitors from driving onto or parking on campus during the school day.

For a copy of St. Luke School's Food Allergy Policy to include families', students', and the school's responsibilities, please refer to resources in FACTS.

Family's Responsibilities: An Allergy Action Plan must be completed and promptly provided to St. Luke School by the student's physician each year or more often if, in the opinion of the physician, revisions or updates are medically required. This form will provide written medical documentation from the student's physician of the specific nature of the allergy as well as the instructions from the physician for medications and response to a reaction. A recent photo of the child must be provided to SLS with the form for new students, as there may be teachers, coaches or other staff who may not know the child by name only.

It is the parents' responsibility to provide emergency medication not only to the student, if medically indicated by the student's physician, but also to provide additional emergency medication to the appropriate school personnel (e.g. homeroom teacher, coach, front office staff).

It is the parents' responsibility to provide properly labeled medications, to make certain that all medications are current and not expired, and to replace all medication when out of date.

The parents must educate their child as age appropriate in the self-management of his/her allergy including:

- Strategies for avoiding exposure to unsafe triggers or foods
- Symptoms of an allergic reaction
 - How and when to tell an adult he/she may be having a reaction
 - Train child to self-administer emergency medication (age appropriate); provide emergency contact info to SLS, including home, office and cell phone numbers of the parents, and at minimum the name of his/her physician
- The ability to articulate what foods are "safe" and "unsafe."
- How to read food labels (age appropriate).

Get Engaged!

Whether you are a mom or dad, the parent or a grandparent of a middle schooler or kindergartener, there are plenty of opportunities for you to get involved at school. From the organized events sponsored by the SLPA to prayer groups we welcome your presence on campus.

SLPA



SLPA and SLS sponsored activities cannot happen without tremendous parent and teacher volunteers. We need you! There are opportunities to plug-in and serve through ongoing participation and for short-term responsibilities. To learn more about the SLPA and to volunteer call the school.

Sports Council

The contribution of parent volunteers is vital to the success of the St. Luke School Athletic Program. The purpose of the SLS Sports Council is to create a community of sport volunteers who will serve to support and enhance the overall athletic program. Contact Sherry Bunn, Athletic Director, to learn about opportunities to serve as a SLS Sports Council volunteer.

All Pro Dad

All Pro Dad is an exciting way for men to connect with their children right here at St. Luke. All Pro Dad is a Right From The Start program that focuses on family communication, relationship growth, and the chance to fellowship with other SLS dads through a monthly breakfast. Research shows that the #1 indicator of student success is parental involvement. As fathers, grandfathers, and special friends, we know and see the impact made when you show up here at St. Luke School. Your presence on our campus is welcome and appreciated. All Pro Dads meet monthly for breakfast and a time of fellowship. Meetings are held on Wednesday mornings and participants are invited to stay and join their children for chapel services. A schedule is posted via weekly announcements. For more information about please contact SLPA coordinator Ritchie McCarley (rtmccarley@yahoo.com) or visit: <https://allprodadsday.com/> to view a short video. We look forward to partnering with you through ALL PRO DAD!

Field Trips

Most of our field trips are taken using the school busses driven by staff. On rare occasions it may be necessary to ask parents to assist us with transportation using their personal vehicles or, due to the nature of the activity, it might be helpful to have additional adult supervision. If this is the case, your child's teacher will get in touch with you. There is one release of liability form to be filled out by you and other parents in order for you to drive children other than your own. **Neither older nor younger siblings are allowed on field trips.**

Be a Photographer!

We are always in need of photographs for our yearbook, Grandparents' Day, Convocations, and other celebrations. If you are attending an event and taking photographs, please feel free to send some to us. Send them to our yearbook sponsor Miriam Smith. We ask that you be considerate about posting pictures of events of other children on your personal social media accounts. Please share your pictures with the school for the school to post on its official Facebook page or Instagram account.

Tuition and Fees and the Education Tax Credit

Our tuition and fee plan includes textbooks, technology costs, media fees for classroom periodicals, a variety of digital and hardcopy subscriptions and licenses for classroom use, lunch, class dues and SLPA dues, a yearbook, core supplies and a variety of enriching field trips.

Please refer to the St. Luke [FACTS Family Portal](#) for information about tuition, fees, and the Education Tax credit for Georgia taxpayers. If you are interested in the fees for the before and after school care, please call the St. Luke Early Learning Center at 706-322-2703.

St. Luke School's payment schedule and delinquent payment policy are available in the appendices of this handbook.

Payment Schedule and Delinquent Payment Policies

Tuition Payments

- Tuition is drafted on either the 1st or the 15th of each month. This date is chosen by the family. FACTS is charging late fees after the 15th day of the payment date (draft date). The late billing days are either fifteen days after the 1st or fifteen days after the 15th of each month and will show up as fees due for the next scheduled draft.
- FACTS charges a fee for returned payments.
- All tuition and incidentals are required to be paid online (Family Portal) to FACTS tuition Management System. Fees apply for credit card payments.

Delinquent Accounts

- If balance becomes 30 days past due, all access to Family Portal and school records (including report cards and transcripts), may be withheld until the account is current. Student accounts will similarly not be permitted to incur further debt through participation in any extracurricular activities.
- If balance becomes 45 days past due, all enrolled children must remain at home and discontinue participation in all school activities, until the account is current. Additionally, any financial aid award is subject to forfeit.
- If a balance becomes 60 days past due, the student(s) may be administratively withdrawn from the school.
- Re-enrollment will not be permitted while an account has an outstanding balance. Students with siblings whose accounts have an outstanding balance may not re-enroll, even if the balance is with a different St. Luke ministry. Please note this includes any sports, clubs, afterschool care, etc.

Fundraising through the Annual Fund

The Annual Fund is unrestricted cash gifts given annually to St. Luke that are used to fund current-year operations. As such, the Annual Fund is the most important on-going advancement effort. As with most independent schools, St. Luke's tuition does not cover the total cost of providing education to its students. A robust Annual Fund helps to maintain modest tuition increases and enables our school to realize the strategic focus of providing a St. Luke education to as many "mission compatible" children as possible. Parents, grandparents, friends and foundations are the primary donors to the Annual Fund. Two over-arching goals of the Annual Fund are to annually achieve the goal and to consistently achieve a current parent participation rate of more than 90 percent.

As foundations consider their support of a school, they inquire about two important benchmarks: whether a school meets its stated goal consistently and the degree to which parents participate. St. Luke thoughtfully employs a volunteer-driven system to efficiently and effectively ask for support from our constituents on an annual basis.

A healthy Annual Fund:

- Builds goodwill.
- Helps the school reach its high aspirations of being the best St. Luke that it can be.
- Allows the board to move quickly and confidently to implement programs and services.
- Steadily grows a culture of cheerful giving throughout the school family.
- Maintains and establishes the school's Christ-centered culture and learning environment.
- Strengthens the overall financial position of the school.
- Builds a solid base for capital and planned gifts.
- Cultivates and matches volunteer interests and leadership with the strategic focus of the school.

Appendices

Student Absence Approval Form

We believe that school attendance and promptness are essential components for student success. Please refer to the Parent/Student Handbook for details on this policy.

Parents, please complete the top portion of this form and turn it in to the homeroom teacher. Please submit at least one week prior to requested absence. Students must be present for at least four hours to be documented as present for the day. If checking out of school early, please note what time.

Student Name: _____ Date Submitted: _____
Teacher: _____ Grade: _____
Requested date(s) of absence: _____
Reason for absence: _____
Mother's signature: _____ Father's signature: _____
Mother's email: _____ Father's email: _____

To be completed by homeroom teacher:

Absences to date (current quarter)	Excused _____	Unexcused _____
Tardies to date (current quarter)	Excused _____	Unexcused _____
Current attendance grade: _____		
Current academic averages:		
_____ Language Arts	_____ Science	_____
_____ Math	_____ Social Studies	_____

To be completed by School Principal:

☐ Unexcused – no makeup work will be given
☐ Unexcused – makeup work will be given upon return (due date determined by teacher)
☐ Excused –makeup work will be given upon return (due date determined by teacher) + Travel related assignment
Total Points deducted from Attendance grade (for this request): _____
School Principal's Signature: _____ Date: _____

Attendance Grading Scale:

Unexcused absence = 3 point deduction, Unexcused tardy/check-out = 2 point deduction

S = 85-100 N = 70-84 U = 69 and Below

Comments:

Please note: St. Luke School Board policy on student absences allows for "Excused absences only for student illness or serious illness or death of immediate family members. Makeup work will be given only for excused absences." Policy effective: July 29, 2003
Updated 7/30/20

Acceptable Use Policy

St. Luke School's 1st – 3rd Grade Bring Your Own Device (BYOD) Program 4th – 8th Grade One-to-One Laptop Program

St. Luke School's faculty and staff have many goals in place to provide a safe learning environment for all students enrolled at St. Luke. Several of the goals recognize the need to facilitate innovation skills. Teachers encourage students to bring their own device to school for educational purposes. By incorporating the use of personally owned devices, teachers plan to encourage collaboration on projects, to foster digital citizenship, and to enhance the curriculum through technology opportunities. All students will be given the opportunity to experience exciting and engaging lessons in all classes. Students in 1st – 3rd grade are participating in our BYOD program. While they do not have to bring their own device to school, it is encouraged that students have a device. 4th – 8th grade students are expected to participate in our one-to-one laptop program.

To support the 1st – 3rd grade Bring Your Own Device (BYOD) program at St. Luke, teachers will encourage students to bring privately owned wireless and/or portable devices to include laptops, Chromebooks, e-readers, iPads, and tablets. **Cell phones, smartphones, and smartwatches are not acceptable devices.** If a cell phone is needed for making contact after school during non-school related activities, that phone must be turned off and in a backpack during the entire school day and during a school related meeting, practice, rehearsal, and competition. Students in grades 1st – 3rd who do not provide their own device will be able to use the school's equipment. All school owned devices are iPads, Chromebooks, and computers. No student will be left out of participating in the lesson, nor will anyone's learning environment be disrupted.

As students progress into 4th grade, many new technology-rich learning opportunities will open for them. In an effort to maximize those experiences the St. Luke School Technology Committee and faculty have developed new device requirements. To support the 4th – 8th grade One-to-One program, students are required to bring a laptop to campus every day for use as an organizational tool, research portal, and collaborative platform. **Cell phones, smartphones, and smartwatches are not acceptable devices.** If a cell phone is needed for making contact after school during non-school related activities, that phone must be turned off and in a backpack during the entire school day and during a school related meeting, practice, rehearsal, and competition. 4th – 8th grade students will have limited access to the school owned iPads and computers.

The use of privately owned devices on St. Luke's campus should be considered a privilege. Students are expected to be responsible and thoughtful when using technology resources. When the use of personal or school devices are abused, privileges may be taken away and other consequences may apply. When respected, all will benefit from the experiences and opportunities provided by the program.

In order to be a participant in this program and/or use school devices, parents and students must sign and adhere to the Acceptable Use Policy. St. Luke School's faculty and staff appreciate the parents' and students' support and understanding. Your suggestions and feedback will be welcomed and encouraged.

St. Luke School's Acceptable Use Policy

Expectations of St. Luke School's BYOD Program, One-to-One Laptop Program, and use of school owned devices include the following:

- Cell phones, smart phones, and smart watches are not acceptable devices. If a cell phone is needed for making contact after school during non-school related activities, that phone must be turned off and in a backpack during the entire school day to include school related club meeting, rehearsal, or sports/competitive team practice and competition.
- Students will only use appropriate educational applications on all devices, personal, or school owned. They may access only files or Internet sites which are relevant to the classroom instruction. Students are not allowed to use apps to call, text message, email, or electronically communicate with other students, parents, friends, and family during the school day or during a school related club meeting, rehearsal, or sports/competitive team practice and competition through unapproved means of communication. Inappropriate communication or use of technology is unacceptable.

- Students may not use devices to record video, take photos, or post video and/or photos without the permission of a student, teacher, or staff member of St. Luke School.
- Students must comply with a teacher's request to shut down/turn off, silence, or close the screen of any device. Devices must be turned off when not being used instructionally. Students may only turn on and use devices on days and at times teachers specifically instruct them to and only in areas of the school building where permission has been granted. The use of devices is not allowed between 8:00 and 8:20 a.m. while getting ready for school to begin, in the locker room, the restrooms, or the hallway during class changes, or in the cafeteria during lunch, or during dismissal between 3:05 and 3:30 p.m.
- Students must adhere to the Technology Code of Conduct, which can be found in the St. Luke School Parent/Student Handbook.
- Students take full responsibility for their personal technology device. St. Luke School will not be responsible for the loss of or damage to any personal device. Students are responsible for the care of their device, to include keeping it charged and ready for use, as well as making any repairs, replacements, or modifications needed to use the device at school.
- Students will use the school's secured wireless network. Use of cellular wireless connections is not allowed.
- St. Luke School reserves the right to collect and inspect a student's personal device.
- Students understand that printing from personal devices will not be possible at school.

As a parent/guardian, I give consent for my child to bring his/her personal device to school for instructional use only. I understand that my child is responsible for the device and is expected to understand and to abide by the expectations of this policy. I understand that any violation of the policy may result in the loss of their BYOD or One-to-One privileges and other consequences may apply. St. Luke School will not be held liable for the loss or damage of my child's device.

_____	_____	_____
Print parent name	Signature of parent	Date

As a student, I have read and understand the expectations of the St. Luke School Acceptable Use Policy. I understand that any violation of the policy may result in the loss of my BYOD or One-to-One privileges and other consequences may apply. St. Luke School will not be held liable for the loss or damage of my device.

_____	_____	_____
Student Signature	Date	Type of device

St. Luke School Technology Code of Conduct

St. Luke School strongly encourages the appropriate use of technology to enhance teaching and learning. To ensure the safe and appropriate use of technologies, all SLS students are expected to adhere to the Acceptable Use Policy and Honor Code of St. Luke School. A copy of the Acceptable Use Policy can be found in the FACTS Family Portal and is expected to be a signed policy between the students, parents, and St. Luke School.

In a BYOD (Bring Your Own Device) environment and in a One-to-One Laptop Program, it is essential that students use technology services, school devices/equipment and personal devices ONLY for appropriate school use while on campus. All technology services and devices, personal or school owned, must be used in a responsible, effective, efficient, ethical, secure, and legal manner.

Ethical technology use demonstrates personal integrity and honesty and is based on respect for school, personal, and intellectual property, as well as respect for teachers, students, and self. Ethical technology use is demonstrated by, but not limited to the following:

1. Respect for the privacy of others: For example, you shall not intentionally seek information on, obtain copies of, personally harass, or modify data files, Internet files, or passwords belonging to other technology users. You shall not use technology to represent yourself as someone else.
2. Respect for copyright, licensing, and intellectual property: For example, you shall not copy/reproduce files that are not your own or copy/install files/programs to avoid paying licensing fees.
3. Respect the integrity of the network: For example, you will not stream music or other media unless it is specifically for an academic purpose. You will not infiltrate the network with viruses or other damaging programs or data. You will not alter files on the network that are not your own. You will only save files on the network that are necessary for academic work.
4. Respect other users: For example, you shall abide by all St. Luke School policies regarding cyber bullying and sexual, racial, and other forms of harassment.
5. Respect for equipment: For example, you shall not handle someone else's personal device without that person's permission or use equipment/devices near food or drinks.
6. Respect for yourself, identity, and reputation: For example, you shall not share your passwords/ID/usernames with others. You shall not send/share inappropriate files/pictures in person or through network or Internet/social networks.
7. Respect for St. Luke: For example, you will report those who violate the Technology Code of Conduct and /or the Acceptable Use Policy to a teacher or administrator.

A student that does not abide by the Technology Code of Conduct and/or the Acceptable Use Policy, using a personal or a school owned device, will be disciplined. The Head of School, Dean of Students, the principal, or a designee that is appropriate for the age and individual needs of the child in question handles these interventions. Interventions may include but are not limited to the following, the interventions listed under the St. Luke School Conduct Plan, and the Honor Code:

1. The loss of the privilege to participate in the BYOD or the One-to-One Laptop program, length of time determined by administration or designee. During suspension of BYOD or One-to-One Laptop privileges, students will use a school device to continue to participate in class instruction.
2. Office Referral to the Head of School, Dean of Students, or principal
3. Parent(s) contacted and a conference may be scheduled
4. Full or part day suspension or in school suspension
5. Dismissal from St. Luke School